



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ARTISAN CENTER SALES & SRV ASSOCIATE II

Job Number: 20000560

Job Code: 15460V151223

Job Group: 1500 - PARKS AND RECREATION

Job Established: 11/16/2002

Job Revised: 12/23/2015

Grade: 07 Salary (MIN - MID):

\$9,277-\$12,289 - Hourly

\$1,507.52-\$1,996.98 - 37.5 Hr. Monthly Salary

\$1,608.02-\$2,130.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Independently provides travel information, promotes Kentucky cultural heritage attractions, provides artisan and/or arts information, and sells artisan products in a retail environment. Trains and/or acts as a mentor for subordinate level employees. In the absence of the supervisor, makes daily work assignments; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have one year of retail experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience working with the general public in a retail or tourism information setting will substitute for the required education on a year-for-year basis up to a maximum of two years.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides visitor assistance in the tourist information and retail sales areas of the Artisan Center and assists Sales and Service Associates I with problems and more complex tasks and situations. Assists the supervisor with scheduling, training, day-to-day monitoring, and location and duty assignments. Inspects reports and clerical work as requested. Assume duties of supervisor in his/her absence. Interact with visitors about their travel plans and provide requested travel information through printed materials or verbal answers. Provide information about specific Kentucky artisans and their products and assist visitors in selecting the best products for purchase. Research requested information and/or products via Internet or by using other research methods such as contacting attractions for additional information. Assists visitors with using computer kiosks and annotating maps. Maintains informational material in an organized and updated manner. Provides receptionist duties as required and monitors the entry for security. Using a bar code scanner and computerized point of sale system rings up purchases made by visitors. Responsible for using credit card machine for payment, making change, handling of receipts, bagging/wrapping purchases for customers, closing out registers at the end of the day, printing reports and reconciling cash and credit charges. Perform and oversee clerical duties such as: verifying of receipts, preparation of bank deposits, preparation of payment vouchers, data entry, processing of mailings, photocopying, answering of phone and providing of requested assistance, filing, preparation of reports, display of travel brochures, ordering, receiving, packaging and labeling of product, opening, sorting and distributing of mail, assisting with exhibit or display installation, pick up or delivery of items, and other operations as needed.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public and interaction with other Artisan Center staff.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.